

PROCEDURES FOR EXTRAORDINARY MINISTERS OF HOLY COMMUNION ST. HENRY PARISH, ELSMERE, KY

Before Arrival at Church

- Dress Code: Please wear “church appropriate” clothing – no short shorts or skin tight clothing, inappropriate slogans, flip flops. Nothing too “loud;” prefer no jeans, shorts, tank tops.
- Please get a sub for yourself if you cannot make it.

Upon Arrival at Church

- Suggested arrival time: 15 minutes before Mass.
- Sign in; minister’s room in the back of church.

After the Sign of Peace

- Bow at the foot of the sanctuary to the Blessed Sacrament on the altar/in the tabernacle.
- Sanitize hands.
- Line up on the priest sacristy side of the sanctuary, according to the diagram.
- Make sure to bow before saying “Amen” when receiving HC (set the example!).
- Wait to be handed the ciborium (bowl). Rule of Thumb: Never take anything off the altar or put anything on the altar yourself – the priest or deacon will hand it to you or take it.

Distribution of Holy Communion

- Positions in the choir loft vary, depending on the number of ministers going to the choir loft. (See diagram for positions.)
- The positions of those by the front pews minister to those sitting in the pew first.
- Let the person approach and bow (don’t rush them).
- Hold up the host at about eye level and say, “the Body of Christ.”
- Let them say “Amen” and place it on their hand or tongue. (*If you do not feel comfortable distributing on the tongue, politely ask them to go to another minister.*)
- If a host is dropped or contaminated, put it off to the side and tell Father after Communion.

After Distribution

- Give ciborium to priest or deacon.
- You may sanitize your hands again if you wish.
- Line up by priest sacristy and bow to tabernacle when priest or deacon genuflects/bows to it.
- When tabernacle is closed, return to your seat. ***Have a good day!***